



PERS -2



PSD CORPUS CHRISTI, TX

"Providing Exceptional Customer Service"

Happy New Year 2017!

NAS CC

Inside this Issue

- **PSD CORPUS CHRISTI'S QUICK LINKS**
- **PSD CORPUS CHRISTI'S POINTS OF CONTACT**
- **UPCOMING EVENTS**
- **NAVY RELATED WEBSITES/LINKS**
- **ADDITIONAL INFORMATION**
- COMMAND PASS COORDINATORS (CPC) BECAME ELIGIBLE TO REQUEST COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) NEC 95AD
- PERS 2 PORTAL – NAVY PERSONNEL AND CPPA'S NEED TO BE FAMILIAR WITH THIS WEBSITE
- RESERVE WEEKEND SCHEDULE FOR FY 17
- ARMED FORCES CLASSIFICATION TEST (AFCT)
- PAGE 2 VERIFICATION (NAVPERS 1070/602)
- SGLV 8286, SGLV 8286A, SGLV 8286S
- I.D. CARDS SECTION – VARIOUS TOPICS
- TRANSFERS INFORMATION – VARIOUS TOPICS
- SEPARATIONS INFORMATION – VARIOUS TOPICS
- TIMELINESS AND ACCURACY – WHY IT IS IMPORTANT
- "NO-FEE" PASSPORT INFORMATION
- RETIRED AND VETS CORNER
- CPPA INFORMATION
- DO YOU NEED TRAINING AS A CPPA?

I want to welcome you to our CNIC and/or PERS 2 Public Website and thank you very much for taking the time to read our Newsletter. In addition to the CPPA meetings we conduct on a monthly basis, this Newsletter supplements information we usually discuss during these CPPA meetings. PSD Corpus Christi has been and will always be focused on satisfying the needs of our valued customers. Our Motto is "PSD Corpus Christi, TX - Providing Exceptional Customer Service". We are here because of you and we take great pride in providing you with pay, personnel, and transportation support. We have included links to vital Websites in this electronic issue of our Newsletter that will enable you to fully utilize the Navy and intra agencies' support services.

We hope that you will find our PSD Corpus Christi's Newsletter useful and informative. With the release of this Newsletter and future Newsletters, we hope to improve the way we serve you. PSD Corpus Christi requests and encourages your feedback at: psdnascc@navy.mil in order that we may continue to provide you with the most current pay, personnel, transportation information as well as any other information that is important to you our readers.

CO's, XO's, CMC's, and CPPA's are highly encouraged to utilize our CNIC Public Website as well as the PERS 2 Portal. Our CNIC Public Website has great information that will help you as you support your Sailors. The PSD Corpus Christi's "Quick Links" Section of this Newsletter (Page 2) has the hyperlinks to our CNIC/PERS 2 Public Websites in case you receive this Newsletter via other means.



PSD Corpus Christi's
Director

PSD Corpus Christi's Quick Links

PSD CORPUS CHRISTI'S (CNIC/PERS) PUBLIC WEBSITES

http://www.cnic.navy.mil/regions/cnrse/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment.html

***Once you open the page, toggle the triangle in the left hand column next to PSD to see the sub pages of our CNIC Public Website.

PERS 2 Portal PSD Corpus Christi Link:

https://mppte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD_Corpus_Christi.aspx

***If you have issues accessing the link above, please contact Director of PSD Corpus Christi.

PSD Corpus Christi's Points of Contact

Our hours of operation are Monday through Friday (0730 to 1600), except on Federal Holidays. On Tuesdays PSD Corpus Christi is closed for training from 1100 - 1200 with the exception of our I.D. Card Section.

For the numbers listed below, please dial COMM: (361) 961- plus the extension. The DSN prefix here on NAS CC is (861).

Director		X3558
Personnel Officer	Position Vacant	X3553
Military Personnel Supervisor		X1192
Deputy Disbursing Officer		X1283
Travel/Fiscal		X1283
Reserve Pay		X1290
Educational Services Officer		X1289
Receipts/Transfers		X1139
Transients/LIMDU/Legal		X0146
Transportation/Passport Representative's Office		X1036
*I.D. Cards / DEERS		X3840
		X3848
SATO/CTO – We no longer have a SATO/CTO representative at PSD Corpus Christi, TX.	The position is vacant and will not be backfilled	Please call (800) 488-3225 if you need SATO/CTO help.

* Our I.D. Card Section is open Monday through Friday from 0730 to 1540. However, walk-in services may vary if maximum capacity is reached. I.D. Card Section is not open on Federal Holidays. However, for your information, our I.D. Card Section here at PSD Corpus Christi is open during Reserve Drill Weekends. Specifically, we are open from 0730-1130. For your information, the SELRES section of our CNIC Public Website has the FY-17's Reserve Drill Weekend schedule. You can also find the Reserve Drill Weekend schedule in our PERS 2 PSD Corpus Christi Website. Link located in the Quick Links Section of this page.

Upcoming Events

Our next CPPA meeting will be held at Bldg. 1730's conference room, (PSD Corpus Christi building) @ 1300 on Thursday, 26 January 2017, unless otherwise indicated at a later date. Since there is no NMCI connectivity in our conference room, the meeting will be via TELCON vice DCS. Please download the CPPA presentation or any other info that our MILPERS Supervisor sends you prior to the meeting. Personnel in the local Corpus Christi/Kingsville area are welcome and strongly encouraged to attend the CPPA meeting in person. Please remember that attendance in the CPPA meetings is mandatory. If you cannot come to PSD Corpus Christi and/or if you are geographically separated, please call: # 1-866-722-6517, Passcode: 8590772.

NAVY Related Websites/Links

- MPTE Portal - Pers 2 – Homepage - Pay and Personnel Management: <https://mppte.portal.navy.mil/sites/NPC/pers2/SitePages/Home.aspx> (new link to PERS 2 Portal)
- ID/CAC Appointment: <https://rapids-appointments.dmdc.osd.mil/?AspxAutoDetectCookieSupport=1>
- My Pay Link: <https://myPay.dfas.mil/myPay.aspx>
- Thrift Savings Plan (TSP): <https://www.tsp.gov/index.shtml>
- Navy Fleet and Family Support Center: http://www.cnic.navy.mil/ffr/family_readiness.html
- Department of Veterans Affairs (VA): <http://www.va.gov/>
- NAVY PERSONNEL COMMAND: <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>
- BUPERS Online (BOL): <https://www.bol.navy.mil/DefaultPub.aspx?Cookies=Yes>
- Navy Knowledge on Line: <https://www.nko.navy.mil/>
- GI BILL: <http://www.benefits.va.gov/gibill/>

NAVY Related Websites/Links continued:

- Survivor Benefit Plan (SBP):
<http://www.dfas.mil/retiredmilitary/provide/sbp.html>
- Veteran's DD 214 online access:
<http://www.archives.gov/veterans/military-service-records/>
- Transaction Online Processing System (TOPS):
<https://twms.navy.mil/TOPS>
- Total Workforce Management System (TWMS):
<https://mytwms.navy.mil>
- Navy Standard Integrated Personnel System (NSIPS):
<https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp>
- Navy Family Accountability and Assessment System (NFAAS):
<https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil%2F>
- Board for Correction of Naval Records:
<http://www.public.navy.mil/BUPERS-NPC/CAREER/RECORDSMANAGEMENT/Pages/BCNR.aspx>
- Foreign Clearance Guide: <https://www.fcg.pentagon.mil/>
- Transition Goals, Plans, Success (GPS):
<https://www.dmdc.osd.mil/tgps/>

[To view Pay and Personnel Information Bulletins \(PPIB's\) and](#)

Military Pay Advisories (MPA's):

[http://www.public.navy.mil/BUPERS-](http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/PASS/Pages/PPIBS2014.aspx)

[NPC/SUPPORT/PAYPERS/PASS/Pages/PPIBS2014.aspx](http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/PASS/Pages/PPIBS2014.aspx)

- To view NAVADMINS right click and open Hyperlink:
<http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINS/Pages/default.aspx>
- To View ALNAVS: <http://www.public.navy.mil/bupers-npc/reference/messages/ALNAVS/Pages/default.aspx>

Please note that some of the links provided above as well as other links listed throughout this Newsletter lead to secure sites. As such, they may require you to have a CAC and you may have to use your "CAC" e-mail certificate and/or your DOD "CAC" certificate to access them. Please copy and paste the hyperlinks to your browser in order to access these sites.

Additional Information

COMMAND PASS COORDINATORS (CPC) BECAME ELIGIBLE TO REQUEST THE COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) NEC 95AD

As per Pay and Personnel Information Bulletin (PPIB) 16-14, effective 13 September 2016, Sailors who have been serving in the capacity of Command PASS Coordinators (CPCs) became eligible to request the Command Pay and Personnel Administrator (CPPA) NEC 95AD. MILPERSMAN 1000-021 identifies the minimum requirements to be designated as a CPPA. Additionally, the following Navy e-learning courses must be completed prior to submission of the Navy Enlisted Classification (NEC) Change Request, NAVPERS 1221/6:

- PERS2-PAYPERS-CPC-cpctraining-V1.0
- Privacy and Personally Identifiable Information (PII)

Awareness Training DOD-PII-2.0

- Records management in the DON: Everyone's responsibility DOR-RM-010-1.1

Procedure: The courses can be launched from NKO at <https://www.nko.navy.mil/>. Select click here for NKO access, while using your CAC e-mail certificate after being prompted. Then select Navy e-learning, click on the course catalog tab, enter PAYPERS in the title search box and click apply filters. In the case of Sailors, commands need to submit the request for NEC to mill_nec_request@navy.mil with the supporting documentation.

In the case of civilians who are serving as CPPA's, all they need to do is complete the required courses to be designated as CPPA's by their Commanding Officer in order to gain access to systems such as TOPS and

NSIPS that will help them as they carry out their roles CPPA's.

Please refer to the actual PPIB for more information. Here is the link:

<http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%201614.txt>

PERS 2 PORTAL

All active duty Navy members as well as Command Pay and Personnel Administrators (CPPA's) that we support are to familiarize themselves with the PERS 2 Portal. Specifically, on the Portal you will see a section that is called "Personnel SOPs", "Pay SOPs" and "Travel SOPs". Click on the respective SOP link and scroll down the page to see all the different process for which PERS has standardized SOP's. The next step will be for you to click on the "link to interactive SOP". These SOP's reflect the duties and responsibilities of not only the CPPA's, but others that are

involved with the different processes. **You are required to always use the SOP's.** Here is the hyperlink:

<https://mppte.navy.deps.mil/sites/npc/pers2/SitePages/Home.aspx>

If you have difficulty accessing the SOP's, it could be that it is a "compatibility view issues", which is a very minor issue and it takes very little time to fix. If you run in to this minor issue, please contact my MILPERS Supervisor here at PSD Corpus Christi. He will guide you on how to fix the connectivity issue. However, if it is another issue other than "compatibility view issue", we may have to bring the matter up to PERS 2 for resolution.

Note: Please note that we have received information from PERS 2 that there have been connectivity issues with the new link provided above but that they are working the issue at their level.

RESERVE WEEKEND SCHEDULE FOR FY 17

The FY 17 Reserve Weekend Schedule is located in our PERS 2 Portal PSD Corpus Christi Website as well as our CNIC Public Website. Here are the links in order for you to access this information:

https://mppte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD_Corpus_Christi.aspx

http://www.cnic.navy.mil/regions/cnrse/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment/selres.html

ARMED FORCES CLASSIFICATION TEST (AFCT)

Did you know that PSD Corpus Christi, TX is an authorized site for administering the Armed Forces Classification Test (AFCT) to Sailors? Yes, indeed we are. As such, if you are a Sailor attached to a command that we service/support and you need to retake the AFCT examination,

please contact our ESO or her assistant. They will let you know when we will be administering the next examination here at PSD Corpus Christi, TX. Please be advised though that we normally administer these exams only upon the request of Sailors.

PAGE 2 VERIFICATION (NAVPER 1070/602)

The individual member (Officers and Enlisted Sailors) is solely responsible for the accuracy of the information recorded on his or her Dependency Application/Record of Emergency Data.

For more information concerning the importance of completing the page two and to review the SOP for Page Two's, please log on to the PERS 2 Share Portal.

Note: Commands are reminded to please keep a copy of all their Service members' latest page two's and SGLI's on file in their respective Administrative Offices in case of an emergency.

SGLV 8286, SGLV 8286A, AND SGLV 8286S

These forms are available in the Department of Veterans Affairs Website and in the PERS 2 Share Portal.

Note: Commands are reminded to please keep copies of all their Service members' (completed and latest) forms on file in their respective Administrative Offices in case of an emergency.

I.D. CARDS SECTION

DEERS/DMDC Self-Service Websites
The Defense Manpower Data Center (DMDC) hosts several self-service websites.

MilConnect

<http://www.dmdc.osd.mil/milconnect/> - You can update your personal information, check if you're eligible, get new TRICARE cards, get proof of coverage

Beneficiary Web Enrollment
https://www.dmdc.osd.mil/appi/bwe/indexAction.do;jsessionid=RRUZK1QjTzDzPSm0B6Pi9J2DnIDS5_cQXC TF8kdqMs5e0bdwDL_U11442261648

- You can enroll in TRICARE Prime, the US Family Health Plan, or the dental plans

Reserve Component Purchased TRICARE Application
<https://dmdc.osd.mil/appi/trs/> - You can qualify and purchase TRICARE Reserve Select or TRICARE Retired Reserve

RAPIS ID Card Office Online

https://www.dmdc.osd.mil/self_service/rapids/unauthenticated

- Renew/Replace Family ID Cards
- Update Your Contact Information
- Update a Family Member's Contact Information
- Add a Family Member

THINGS TO REMEMBER OR KEEP IN MIND BEFORE YOU COME TO OUR I.D. CARD ISSUING FACILITY

- DEERS records are required to be updated within 30 days of any status change.
- All documents must be original or certified copies. The certified copies cannot be from the Command stating that the document or documents are "Certified to be a true Copy".
- All documents must be in English or translated.
- If you have family members that are 18 years of age or older, **they must bring two valid forms of identification as it is required upon reissuance of I.D. Cards.**

The primary I.D. must be a photo I.D. issued by State or Federal Government.

http://www.cac.mil/docs/required_docs.pdf

- Concealed weapons permits are not an acceptable form of I.D.
- Command badges, such as hospital badges or activity passes as well as School ID cards are no longer an acceptable form of ID.
- For I.D. cards to be issued, the sponsor must be present, or the sponsor must have verified the family members via ID Card Office Online, or the family members must have a current Special Power of Attorney that specifically authorizes them to obtain the I.D. Card, and/or the dependents must be in possession of a pre-verified 1172-2.

MAKE AN APPOINTMENT BEFORE YOU COME TO PSD CORPUS CHRISTI TO OBTAIN AN I.D. CARD

If you want to make an appointment to obtain an I.D. card here at PSD Corpus Christi, which is located at building 1730 on NAS Corpus Christi and/or at our other I.D. Card Facility on NAS Kingsville, you are certainly encouraged to do so. To avoid the wait time, appointments can be scheduled in advance and online. Please make your appointment today to obtain your I.D. Card (at a future date) at <https://rapids-appointments.dmdc.osd.mil/>

To find a DEERS site location near you, provided you are not in the Corpus Christi, TX area, please go to: <http://www.dmdc.osd.mil/rsll>.
SAILORS, FAMILIES SHOULD REVIEW DEERS

Military families should review and update their personal information. Also, members should update their personal information online whenever they have a permanent change of

station move or undergo any life-changing event. Most of a Navy member's personal, dependent, family member or beneficiary information can be viewed and updated through the following reporting and record systems: (1) Navy Standard Integrated Personnel System (NSIPS); BUPERS Online (BOL); Navy Family Accountability and Assessment System (NFAAS); and Defense Enrollment Eligibility Reporting System (DEERS).

UPDATING DEERS INFORMATION IN-PERSON

Service members and beneficiaries can visit the RAPIDS Site normally located at a Personnel Support Detachment (PSD), where they can update DEERS information in person and request a military or dependent ID card. At a Personnel Support Detachment, members can update their Record of Emergency Data (Page Two), Servicemembers' Group Life Insurance (SGLI) or Family SGLI and death gratuity benefits, or make corrections to their pay. However, Sailors must always see their Command Pay and Personnel Administrators (CPPA's) first whenever there is a need to update their Page Two's or SGLI. Failure to keep one's personal information up-to-date could result in breaks in certain benefits or eligibility for a Sailor and his or her family.

UPDATE YOUR DEERS ENROLLMENT

Whatever your military status, your registration in the Defense Enrollment Eligibility Reporting System (DEERS) is especially necessary with respect to establishing your TRICARE eligibility. Without your enrollment in DEERS or an enrollment with the correct information, beneficiaries could find their coverage has lapsed, leaving problems with TRICARE claims. Not updating DEERS also hinders your healthcare team's ability to contact you. Updating DEERS is very easy and subsequent updates to the medical information systems happen almost instantaneously. DEERS updates should be made every time you reenlist, transfer, have a change in

your dependents' status (marriage, divorce, or new child), move or change your phone number. For changes to information like address, e-mail or phone number, Service members can visit the milConnect Webpage at:

<https://www.dmdc.osd.mil/milconnect/>

INFORMATION YOU NEED TO KNOW ABOUT CHILDREN WHO ARE TURNING 21

Following information applies to unmarried children of 21 or 22 years of age who have not attained the age of 23.

Sponsor must provide a letter from the school registrar or an enrollment verification certifying full-time course of study leading to an associate's degree or higher and anticipated graduation date.

The sponsor must certify via the DD Form 1172-2 that he or she provides over 50% of the student's support. Students turning 21 during the summer session must provide the spring full-time letter of enrollment and a letter from the school stating the student is registered for the fall semester full-time.

Note: If an unmarried dependent has reached the age of 21 and is not attending full-time courses, the sponsor may enroll the dependent in the Tricare Young Adult Program. In our case and/or for the South Region, the sponsor should communicate with Tricare South for more information concerning the Tricare Young Adult Program. Their telephone number is: 1-800-444-5445.

If you have questions concerning I.D. Card matters, please contact our I.D. Card Office at 361-961-3840 or 361-961-3848.

TRICARE COVERAGE

For additional information on TRICARE, contact the TRICARE Service Center in your respective region:

- North: 1-877-874-2273
- South: 1-800-444-5445
- West: 1-877-988-9378

The website is:

www.tricare.mil/tricare-service-center

Overseas:

www.tricare-overseas.com

For a complete list of TRICARE contacts, please visit:

www.tricare.mil/contacts

TRICARE MANAGEMENT ACTIVITY (TMA) ASKS BENEFICIARIES TO UPDATE DEERS RECORD

TRICARE Management Activity (TMA) asks beneficiaries to Update DEERS Record to keep their Defense Enrollment Eligibility Reporting System (DEERS) information current. This means making sure all personal information - phone numbers, postal and email addresses - is up to date. Also, just like when moving, sponsors who experience any of the following life events must update their DEERS records as soon as possible:

- * Activation
- * Deactivation
- * Separation or retirement
- * Becoming Medicare eligible or loss of eligibility
- * Marriage or divorce
- * Birth or adoption of a child
- * Change in student's enrollment status
- * Death of a loved one

Making changes to DEERS information is easy and can be done online at milConnect (www.dmdc.osd.mil/milconnect), by fax or mail, or in person at the nearest Uniformed Services Identification Card Office such as the one here at PSD

Corpus Christi, TX. Many DEERS updates require supporting documentation, such as marriage licenses, birth or death certificates, Medicare cards or DD Form 214 discharge forms. Be sure to bring copies of all paperwork that might be needed when updating DEERS information. For more information on how to update DEERS information, and for questions about TRICARE eligibility, please visit www.tricare.mil/DEERS

ID CARD OFFICE ONLINE (THE DMDC WEBSITE)

(<https://www.dmdc.osd.mil/milconnect/>) is now available for Common Access Card (CAC) holders. The Website allows CAC-holders to update their information and verify family members for DOD ID card reissuance. In order to use the Website, one must be a Sponsor with a DOD CAC and have a CAC enabled personal computer. Prior to ID Card Office Online, the process of verifying family member's records in RAPIDS for card reissuance required the physical presence of the sponsor or a DD Form 1172-2 with an original signature of the Sponsor. Now with ID Card Office Online, CAC-holders do not have to accompany eligible family members to verify eligibility for issuance of DOD benefits, including the DOD ID card. Sponsors can now verify family members, digitally sign and save the DD Form 1172-2 through ID Card Office Online to the family member's record. The family member may choose to print and bring along a copy of the digitally signed 1172-2 for card issuance. The digitally signed DD Form 1172-2 now serves as an electronic verification from the Sponsor. But even if the family member does not bring a digitally signed 1172-2, the family member(s) just needs to inform personnel at the ID card facility that their Sponsor has verified them and that the DD Form 1172-2 is available in their DEERS record.

FAMILY MEMBER NOMINATION FEATURE AVAILABLE VIA ID CARD OFFICE ONLINE

ID Card Office Online replaces RAPIDS Self-Service (RSS) as a self-service tool for Common Access Card (CAC) holders to perform card and record updates from any Public Key Infrastructure (PKI)-enabled computer. ID Card Office Online includes a family member nomination feature, which allows CAC holders to request the addition of a new family member to their DEERS record.

DEERS: THE FACTS

If you are a Service member, Retiree, or Dependent, Defense Enrollment Eligibility Reporting System (DEERS) registration is the key to getting your TRICARE benefits eligibility established. DEERS is a computerized database of military sponsors, families and others worldwide who are entitled under the law to TRICARE benefits.

RETIREE ID'S NOW HAVE EXPIRATION DATE

Blue retiree identification cards issued prior to December, 2012 had the word "indef" instead of an expiration date. Now, retiree cards issued have an expiration date effective the day before the retiree's 65th birthday. Although benefits will not automatically expire, some changes will take effect based on Medicare eligibility. Retirees who have the new card showing the expiration date will get a replacement card showing the indefinite status once they turn 65. Retirees who need to renew their retiree ID card can go to the nearest Real-time Automated Personnel Identification System office (Personnel Support Detachment or similar office, if other than a naval installation).

TRANSFERS INFORMATION

CPPA's, you are to go to the PERS 2 Share Portal to download any new forms that may be available in the Transfers SOP's section of the website as you are assisting personnel complete their transfer packages.

UPDATING DEERS IN CONJUNCTION WITH A TRANSFER

If you are a CPPA, please remind transferring personnel to complete the DEERS/RAPIDS verification on line via WWW.TRICARE.MIL/DEERS

Once verification is completed, please have members provide a printed update of DEERS to our Personnel Support Detachment (via you the CPPA) so that a service record entry can be made on NAVPERS 1070/613 certifying that the members' dependents are accurately enrolled in DEERS.

MEMBERS ARE REQUIRED TO COMPLETE PCS TRAVEL INFORMATION FORM (NAVPERS 7041/1)

Navy Standard Integrated Personnel System/Electronic Service Record (NSIPS/ESR) is the preferred method for submission of the PCS travel information.

a. As soon as possible following receipt of PCS orders (or immediately if detachment is in less than 90 days) commands must make sure that their members access their NSIPS/ESR self-service account to complete/submit the PCS Travel Information Form.

b. The member should logon to his or her ESR account then select the 'Update PCS travel' link on their ESR homepage. For convenience, there is an 'auto-fill' feature that automatically completes the PCS itinerary from the member's current active orders.

c. Members need only complete or adjust PCS details specific to

dependent travel, household goods weights and/or POV shipments.

USE OF THE HARDCOPY NAVPERS (PCS TRAVEL) 7041/1 SHOULD ONLY OCCUR IF NSIPS ACCESS IS UNAVAILABLE

In those rare cases that NSIPS cannot be used, obtain the NAVPERS 7041/1 from the Command Pay and Personnel Administrator (CPPA) or the Navy Personnel Command Website reference library at:

<http://www.public.navy.mil/bupers-npc/reference/forms/navpers/pages/default.aspx>

The Command Pay and Personnel Administrator (CPPA) must submit the transferring member's NAVPERS 7041/1 to Personnel Support Detachment Corpus Christi in order that it can be mailed.

Instructions to create/access a self-service ESR account are located on the NSIPS splash screen, <https://nsipsprod.nmci.navy.mil/nsi-psclo/jsp/index.jsp> (under 'user information'). Use your DOD CAC certificate to access NSIPS.

SEPARATIONS INFORMATION

Important Note: Our current policy is that your command is required to submit a separation package to PSD Corpus Christi 45 days prior to a member departing on PTDY/ Terminal Leave and/or the member's date of separation.

CPPA's: If Sailors intentions are not to stay in the Navy, they need to coordinate this with you so that you can assist them with preparing and submitting the separation package to PSD in a timely manner.

CPPA's: Take a look at the Separations Section in the PERS 2 Share Portal. PSD Corpus Christi's CNIC Public Website also has a lot of good information that you need to know about separations. Other concerns that Sailors may have while they are going through the separation process should be brought up to the attention of the Separations Section or the MILPERS Supervisor here at our PSD via "you" the CPPA's.

The PERS 2 Portal has the Separations SOP. You as the CPPA and the Sailor need to review your respective roles and responsibilities to ensure you know exactly what you are required to submit to PSD Corpus Christi.

CPPA's: Please ensure all separation/terminal leave for members attached to your respective commands is charged correctly and in a timely manner. This will ensure there are no overpayments at the time when the member separates from active duty. When personnel depart on leave with no intention of returning, all special pays (i.e. sea pay, SDAP) are stopped with the exception of SUB pay. Please make sure that personnel who are separating have the sufficient number of days leave in the books. For personnel being processed for Fleet Reserve, Retirement, or HYT **DO NOT** use their EAOS balance from E-leave.

CPPA's are requested to please communicate with PSD Corpus Christi via TOPS to inquire about leave balances for any of their members transferring to the Fleet Reserve, Retiring, or who are being processed due to High-Year-Tenure (HYT). We will in turn respond to you via TOPS and provide you that information. Additionally, please

remind the Sailors who have requested to transfer to the Fleet Reserve or Retiring to contact the PSD Corpus Christi's Separations Section via "you" the CPPA concerning any questions they may have about House/Job Hunting, Terminal Leave, or anything else that concerns them as they are making their transition from being in uniform to civilian life.

CPPA's: Personnel who are separating **must sign** their DD Form 214's before they start any PTDY or separation leave. In the event that a

member is unable to sign his/her DD Form 214 prior to departure from his/her command and we must mail it, the member must return all signed original copies of the DD Form 214 back to us as soon as possible, but certainly no more than 10 days after his or her date of separation. **However, we want you to keep in mind that our goal is to e-submit the separated member's DD Form 214 (for OMPF filing) the following working day after his or her separation from active duty.** Now, if we do not receive the signed original copies of the DD Form 214 back within the 10 day period after the date of separation, we will complete whatever needs to be completed on the DD Form 214 and distribute all copies accordingly. The original DD Form 214 and any other copies will have an entry indicating that the member's "signature was unattainable" and we will subsequently distribute copies accordingly to the different agencies, including NPC for OMPF filing purposes.

GUIDANCE FOR SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE) FOR DEPARTMENT OF NAVY (DON) ACTIVE/RESERVE COMPONENT SERVICE MEMBERS

NAVADMIN 187/16 outlines proper guidance for the Separation History and Physical Examination (SHPE) program. All Commanders, Commanding Officers, and Officers-In-Charge shall ensure compliance with the requirements contained in NAVADMIN 187/16 regarding SHPE responsibilities, procedures, and information collection requirements for all Sailors, to include Reserve Component (RC) members.

Background. It is of paramount importance to ensure that Service Members receive an accurate and valid SHPE while having an orderly transition to civilian life. This NAVADMIN serves to provide guidance on SHPE processes, for the purpose of applicability, requirements, components, timing, and coding of SHPE, as the SHPE is the objective basis for any Department of Veterans

Affairs (VA) benefits claims made by the Service member after separation.

Applicability. All members of the Navy preparing for release from active duty must complete a comprehensive SHPE prior to their scheduled date of release. This also applies to RC members in an active duty status for 180 days or more, RC members separating after 180 days or more of continuous service on active duty orders, or RC members separating with 30 days or more of continuous service on active duty orders in support of a Contingency Operation.

For more information refer to the actual NAVADMIN. Here is the link to it:

<http://www.public.navy.mil/bupers-npc/reference/messages/Document%20s/NAVADMINs/NAV2016/NAV16187.txt>

IF YOU ARE SEPARATING YOU ARE REQUIRED TO COMPLETE A NAVPERS 7041/1

For your information, there's a systems issue regarding completion of the automated PCS Travel Information Form (NAVPERS 7041/1) online for members separating/retiring in that members cannot leave the Ultimate Duty Station UIC blank. For members separating, there is no Ultimate Duty Station (ULTDUSTA) other than their home. Requests that Sailors separating use BUPERS UIC 00022 as the ULTDUSTA until the system is modified.

Obtain the NAVPERS 7041/1 from the CPPA or the Navy Personnel Command Website reference library at:

<http://www.public.navy.mil/bupers-npc/reference/forms/navpers/pages/default.aspx>

ADDITIONAL GUIDANCE FOR TRANSITION GOALS, PLANS, AND SUCCESS

The Veterans Opportunity to Work Act (NDAA 2012) mandated all separating personnel on active-duty greater than 180 days must participate in the Transition Assistance Program (TAP), including pre-separation counseling, Department of Labor Employment Workshop and Veteran Affairs Benefits briefing, with limited exemptions. NAVADMIN 029/15 provides information on a new tracking capability available to unit commanders to ensure the completion and documentation of a Sailor's mandatory Transition GPS requirements.

ADDITIONAL INFORMATION ON GPS AND VMET

The Transition GPS (Goals, Plans, Success) Website is designed to provide separating Service members access to their Verification of Military Experience & Training (VMET) documents (DD 2586 and Cover Letter) that will assist them in their transition from the military. After the Service member's completion of the required Transition Sessions and after their specific supporting Transition Assistance Office has electronically submitted a Service member's paperwork, the Service member or Veteran can access their completed transition modules & tracks, Pre-separation Counseling Checklist (DD 2648/-1), or Individual Transition Plan (ITP) Checklist (DD 2958) from the Transition GPS web site. Please logon to:

<https://www.dmdc.osd.mil/tgps>

CHECKING OUT WITH YOUR MEDICAL FACILITY AS YOU ARE TRANSITIONING FROM ACTIVE DUTY

As you are transitioning from active duty to civilian life, **you are requested to please make sure that you check out properly with your servicing Medical Facility.** You need to do so in order that you can review your

Medical and Dental Records with them and to obtain copies of these records (if you wish to do so) prior to your separation from active duty. Ensuring that you are properly checked out will also ensure that your Medical and Dental Records are properly closed out before they are mailed or electronically submitted. Keep in mind that once your Medical and Dental Records are mailed and/or electronically submitted by your servicing Medical Facility, the Veterans Administration (VA) will have access to them. The VA will eventually unite your Medical and Dental Records along with your DD Form 214 to determine your VA benefits. So, if you are planning on submitting a VA claim after you separate (or before you separate for that matter) from active duty, it is in your best interest to ensure that you have a complete Medical and Dental Record. The reason is that when you separate from the service and provided you submit a VA claim for benefits as a veteran, whatever medical or dental condition or conditions you are claiming, they all must be service connected in order for you to be awarded a disability percentage, if in fact any disability percentage is warranted. Also, please keep in mind that the Medical and Dental records that are kept on you and/or for you while you are on active duty are the property of the U.S. Government (not yours) and as such, you must not keep these original Medical or Dental records with you. Instead, they must be turned in to your servicing medical facility for proper disposition.

TURNING IN YOUR CHECK-OUT SHEET TO THE PSD BEFORE YOU SEPARATE FROM ACTIVE DUTY

You are required to turn in your command's check-out sheet to PSD Corpus Christi and/or at least a copy of it that shows that you have properly

checked out from your Servicing Medical Facility and that you in fact have turned in both your Medical and Dental Records.

IF YOU ARE SEPARATING, YOU SHOULD UPDATE YOUR "MYPAY" ACCESS

As you are making your transition from active duty, (but certainly within 30 days of your separation date), you should most definitely update your "myPay" account (User I.D. and Password). The reason is that you will not be able to access "myPay" using your CAC since you will no longer have a CAC. By you having updated your "myPay" account, you will be able to obtain your W2 Form from the current year or the previous year for tax purposes. If you retire from the U.S. Navy, you will be able to download your monthly Retiree Account Statement (RAS), your yearly Tax Statement 1099-R as well your Form 1095-B and Form 1095-C if applicable that confirms that you/your family have/has Health Coverage.

TIMELINESS AND ACCURACY

Timeliness and accuracy is the key to avoiding pay problems. Timeliness and accuracy of pay and personnel transactions is monitored by the Navy Pay and Personnel Support Center and the Chief of Navy Personnel and then reported up to the CNO and Joint Chiefs where it is compared to timeliness and accuracy of each of the other services. As a team, we must all strive to make sure that we improve our timeliness and accuracy. It is the right thing to do for our Navy members.

As a CPPA, you are an important member of the team that can make this happen – meaning helping us improve our timeliness. Again, please submit all your pay and personnel transactions in an accurate and timely manner.

"NO-FEE" PASSPORT INFORMATION

Our Passport Agent is currently on voluntary active duty as a member of the Reserve component. However, if you need assistance with "No-Fee" Passports while he is away, you can still see our TERM Transportation Assistant here at our PSD. He will assist you in verifying all the documents you need in order to process the "No-Fee" Passport or Passports for you and your family members in Fort Sam Houston, TX.

And although we were previously sending our customers to see a local "Non-DOD" Passport Agent in the Corpus Christi area, we can no longer do that. In fact, we have already started sending personnel to see a "DOD" Passport Agent in Fort Sam Houston. The reason is that procedures have changed. Specifically, the Department of State now requires that the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 be electronically submitted. Additionally, this form can only be submitted by a "DOD" Passport Agent along with the rest of the package for obtaining a "No-Fee" Passport. We know this is going to be an inconvenience for our customers, but unfortunately we really do not have a choice in the matter as we do not have a "DOD" Passport Agent in the Corpus Christi area.

Please visit our Travel and Transportation Section of our CNIC Public Website to learn about specific requirements and/or documents you need in order to obtain a "No-Fee" Passport and definitely prior to contacting our representative here at PSD Corpus Christi. That way you know exactly what is required. Here is the link that you can use to learn more about what is required for processing "No-Fee" Passports:

http://www.cnic.navy.mil/regions/cnrse/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment/travel_and_transportation.html

Our CNIC Public Website has important information you need to know about processing "No-Fee" Passports. You can also call our representative here at PSD Corpus Christi at 361-961-1036 if something is not clear to you once you visit the link provided. He will explain to you what you need to do as you prepare to go overseas on official government orders.

INCREASED TIME REQUIRED TO PROCESS DOD PASSPORT AND VISA REQUESTS

You and/or your family members are requested to submit your "No-Fee" Passport Application 60 days in advance of anticipated departure dates to ensure proper processing.

Your family members must also keep in mind that if they are travelling to say Italy that they will need to obtain a Visa prior to their departure. Most likely the Visa will be obtained from the Italian Consulate in Houston, TX after the "No-Fee" Passports are sent to us from the "DOD" Passport Agent in Fort Sam Houston after he receives them from Department of State. So, submitting the "No-Fee" Passport application(s) way in advance is paramount as you/your family members will need additional time to process the Visa requests. Passport and Visa requirements are contained in the Foreign Clearance Guide. You can access the Foreign Clearance Guide by going to:

<https://www.fcg.pentagon.mil/>

Once you access the Foreign Clearance Guide, you can review each country's entry requirements.

Note: Please note that there are different requirements for DOD Civilians and their family members traveling overseas as far as obtaining visas to enter Italy. As such, if you are a DOD employee being assigned to Italy; please communicate with our

PSD Corpus Christi passport representative so that he can explain to you the requirements.

RETIRED AND VETS CORNER

For all you Veterans out there: Here is the link to access your e-benefits information:

<https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e2s1>

If you have not yet established an account with e-benefits, you probably should. It will certainly help you track your VA claims as they are going through the process until they are adjudicated.

VA FOR VETS

VA for Vets is an innovative new career management program that helps Veterans prepare for or secure careers in the fields they choose. It gives veterans and transitioning military service members the tools and resources they need to launch or advance their careers in the civilian workforce. Share this tool with the veterans and service members you know, and ask them to visit the VA for Vets Website at www.vaforvets.va.gov to see how they can translate their military skills into resumes, speak with career coaches or access job opportunities in VA or the federal government.

MILITARY RETIREES AND ANNUITANTS OF MILITARY RETIREES

Retirees or annuitants of military retirees, "myPay" has gotten easier to use! Password requirements have been reduced from 15 to 9 characters. Once you have established a password, it will remain current for up to 150 days.

CUSTOMER SERVICE MENU OPTIONS CHANGE

If you need help with your DFAS military retired or annuity pay, please choose option 1 after dialing either 800-321-1080 or 888-332-7411. For help with "myPay", press 5. Civilian Payroll Office: 1-800-729-3277

CHANGE OF ADDRESS

The simplest and quickest solution for changing your mailing address is through the "myPay" Website at <https://myPay.dfas.mil/myPay.aspx> the Defense Finance and Accounting Service's online account management system.

For questions or concerns regarding "myPay" Website, call 1-888-332-7411 for a customer service representative. Otherwise, if you are a retiree please mail your change of address form or request to:

DFAS
US Military Retired Pay
P.O. Box 7130
London, KY 40742-7130

Or Fax DFAS Retired Pay at: 1-800-469-6559

If you are an annuitant, please mail your request to:

DFAS
US Military Annuitant Pay
P.O. Box 7131
London, KY 40742-7130

Or Fax DFAS Annuitant Pay at: 1-800-982-8459

Both retirees and annuitants may call DFAS Retired and Annuitant Pay directly at: 1-800-321-1080, press 5.

If submitting your request in writing, please include both your old and new mailing address, along with the effective date for the new address. In addition, please include your name, social security number and signature with date on your request.

DEERS AND YOUR INCOME TAX REPORTING

In order to qualify, you must have your family enrolled in the Defense Enrollment Eligibility Reporting System

(DEERS). It is a database of information on uniformed services members (sponsors), U.S.-sponsored foreign military, DoD and uniformed services civilians, other personnel as directed by the DoD, and their family members. You need to register in DEERS to get TRICARE. Both DEERS and the Department of Defense (DoD) cannot accurately report your healthcare coverage to the Internal Revenue Service.

Beginning in 2015, the DoD reported health care coverage of its service members and their dependents to the IRS. This report allows the IRS to determine which families had Minimum Essential Coverage (MEC)-basic health care coverage that meets the Affordable Care Act requirement. If you don't have MEC coverage, you may have to pay a fee for each month you aren't covered.

For tax purposes, individuals and family members are identified by their social security numbers (SSN). If a sponsor receives a letter indicating that their SSN, or a family members' SSN needs to be updated in DEERS, please follow the instructions in the letter to ensure your information is correctly reported to the IRS. Those who have not met the MEC requirement will be required to pay a fee for the number of months each family member did not have coverage. If your family information is not reported accurately in DEERS, then your IRS information will be reported incorrectly.

Make sure you go to the right place if you have questions about any required forms you might need. Army, Air Force, Marine Corps and Navy members, retirees and annuitants serviced by Defense Finance and Accounting Services can opt-in to receive their IRS Form electronically via myPay

REPORTING RETIREE DEATHS

The Defense Finance and Accounting Service (DFAS) launched a new online form to make it easier for grieving family members to report the deaths of military retirees. The form and additional information are available at:

<http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.html>

RETIREES MUST REPORT MARRIAGES TO DFAS

Retirees who marry or re-marry must notify the Defense Finance and Accounting Service (DFAS) to properly establish Survivor Benefit Plan (SBP) coverage within one year of the marriage. Getting a military ID card and entering the new spouse in the Defense Enrollment Eligibility Reporting System (DEERS) does not update pay records at DFAS or trigger SBP coverage. Retirees who originally elected SBP coverage for a previous spouse must send DFAS a copy of the marriage certificate together with a completed DD Form 2656-6 (SBP Election/Change), available online at: <http://www.dtic.mil/whs/directives/fo rms/eforms/dd2656-6.pdf>

Retirees marrying for the first time may elect SBP coverage for their spouse with the same form, which must be received by DFAS within one year of the marriage. (A retiree who married during retirement and declined SBP spouse coverage, cannot later enroll the spouse in the plan unless during a congressionally-approved open-enrollment period. Enrollments during open season normally result in penalties and extra charges for the retiree.) The above-mentioned form can also be obtained from DFAS by calling 1-800-321-1080.

Completed documents must be sent to:

DFAS
US Military Retired Pay
P.O. Box 7130
London, KY 40742-7130

TRICARE FOR LIFE (TFL)

TRICARE for Life (TFL) is TRICARE's Medicare-wraparound coverage available to all Medicare-eligible TRICARE beneficiaries, regardless of age or place of residence, provided they have Medicare Part A and Part B. With TFL, Medicare becomes the primary insurance, and TRICARE acts as a secondary payer. There is no paperwork associated with TFL--

beneficiaries automatically gain coverage when they meet the requirements.

MILITARY RETIREEES TURNING 65

What does a military retiree need to do when he or she turns age 65? Do retirees need Medicare if they already have TRICARE? Do they need TRICARE if they already have Medicare? Questions like these are normal for beneficiaries who are unfamiliar with their options when they celebrate their 65th birthday. TRICARE and Medicare are separate programs. Medicare is health insurance for people age 65 and older, as well as for people under age 65 who qualify for Social Security disability insurance. TRICARE for Life (TFL) is TRICARE's Medicare-wraparound coverage and is available to all Medicare-eligible TRICARE beneficiaries. In order to be covered by TFL, beneficiaries must have Medicare part A (hospitalization) and Part B (medically necessary services like doctors' services, outpatient care, home health services, and other medical services) coverage. For TFL beneficiaries, Medicare is the primary insurance and TFL acts as the secondary insurance, minimizing out-of-pocket expenses. There is no enrollment fee or paperwork associated with TFL; however beneficiaries must sign up for Medicare part B as soon as they become eligible to avoid late-enrollment penalties. **There is a monthly premium for Part B coverage, based on income. For more information regarding Medicare enrollment, call 1-800-633-4227 or visit: <http://www.tricare.mil/tfl/>.**

MEDICARE AND TRICARE AFTER AGE 65

By taking a few simple steps, retirees can make sure they have their TRICARE benefits after they turn 65 years old. Beneficiaries should receive a postcard from the Defense Enrollment Eligibility Reporting System (DEERS) four months before their 65th birthday. Beneficiaries have to register in DEERS to get TRICARE coverage after reaching age 65.

Beneficiaries must have Medicare Part A and Part B to be eligible for TRICARE for Life (TFL). TFL is Medicare "wrap-around" coverage for TRICARE beneficiaries who are entitled to Medicare Part A and have Medicare Part B. The Medicare initial enrollment period is seven months. If a beneficiary misses their initial enrollment period, their next chance to sign up for Medicare Part B is during the general enrollment period, January 1 through March 31. The Medicare coverage will begin July 1st. The monthly premium for Part B may go up 10 percent for each 12-month period that a beneficiary could have had Part B, but didn't sign up for it. Also, there will be a lapse in your TRICARE coverage until Part B is effective. **Be sure to sign up for Part B no later than two months before your 65th birthday.** If beneficiaries do not receive a postcard they should call 1-800-538-9552.

TRICARE STANDARD

TRICARE Standard is the TRICARE option that provides the most flexibility to TRICARE-eligible beneficiaries. It is the fee-for-service option that gives beneficiaries the opportunities to see any TRICARE-authorized provider. TRICARE Standard is not available to active duty service members.

Standard shares most of the costs of medically necessary care from civilian providers when Military Treatment Facility (MTF) care is unavailable.

VA HEALTH CARE ELIGIBILITY

Eligibility for VA health care is dependent upon a number of variables, which may influence the final determination of the services for which you qualify. These factors include the nature of a veteran's discharge from military service (e.g., honorable, other than honorable, dishonorable), length of service, VA adjudicated disabilities (commonly referred to as service-connected disabilities), income level, and available VA resources among others.

CPPA INFORMATION

CPPA's are requested to review MILPERSMAN article 1000-021, which discusses the duties and responsibilities of the position.

The link for MILPERSMAN article 1000-21 is located on the CPPA resources Website on the Navy Personnel Command Website at:

<http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/pages/default2.aspx>

THE CPPA

The CPPA serves as the critical link between an individual Sailor, his or her command, and the Supporting Personnel Support Detachment.

DO YOU NEED TRAINING AS A CPPA?

If you are a Command Pay and Personnel Administrator (CPPA) for your command and you require training in any area that affects what you do as a CPPA, please do not hesitate to contact the MILPERS Supervisor at (361) 961-1192, DSN: 861-1192. The MILPERS Supervisor will be glad to make arrangements to conduct the training you require either here at PSD Corpus Christi, TX or via a telephone call. We want to make sure that you are doing a great job for your command.

PSD News is published by Personnel Support Detachment Corpus Christi, Texas. Its purpose is to communicate with not only our Customer Command's key leadership such as CO's, XO's and CMC's, but also with the Command Pay and Personnel Administrators (CPPA's) and others who may be interested in the latest information from the PASS world. In this newsletter, PSD Corpus Christi will publish the latest information and procedures concerning military pay, personnel and transportation matters. Please let us know about any areas of concern by e-mailing us at:

PSDNASCC@NAVY.MIL